

SCHOOL NUTRITION PROGRAMS

ADMINISTRATIVE UPDATE

2014-2015



opi.mt.gov

Montana
Office of Public Instruction
Denise Juneau, State Superintendent

**Office of Public Instruction
School Nutrition Programs
Staff Directory**

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School Nutrition Programs Check List

Use this document to check off School Nutrition Program requirements as they are completed. Assign responsibilities to staff members and document dates completed. Keep this check list on file for easy reference.

Task to Complete	Deadline	Documentation	Date Completed	Who
Free and Reduced				
*Log into Direct Certification Application to complete direct certification. Mail notice of direct certification.	Before school begins (ongoing).	Update Point of Sale system.		
*Mail households free and reduced (F/R) applications if NOT directly certified.	Start of school year (ongoing).			
*Approve F/R applications. Mail notice to households of approval .	Ongoing	Keep applications.		
*Change F/R students from previous school year without current applications to paid status. Mail notification of change in eligibility.	At 30 school days.	Update POS system.		
Qualify for Community Eligibility Provision if 40% enrolled students are directly certified.	April 1	DCA		
Professional Development Opportunities				
Attend a School Nutrition Programs Administrative Workshop.	September	Keep certificate.		
Attend a Food Service Manager Workshop.	October	Keep certificate.		
Attend a RCCI Training. (<i>RCCIs only</i>)	September	Keep certificate.		
Verification (<i>Does not apply to Provision schools</i>)				
*Count/select households for verification & mail letters.	October 1	Record count on FNS-742. (Verification Report in DCA)		
<i>Private Non-Accredited Schools Operating CEP/Prov 2: Submit student enrollment information to OPI SNP.</i>	October 15	Send list through e-pass to OPI SNP		
*Count student eligibility categories	October 31	Record count on FNS-742. (Verification Report in DCA)		
*Complete verification and verification report (FNS-742).	November 15	Submit summary to the OPI; keep a copy.		
Required Self-Reviews				
On-Site review checklist assessment of the meal counting and claiming system.	February 1	Keep a copy.		
If participating, conduct two After School Snack Program reviews.	October 31	Keep a copy.		
	February 1			
Fresh Fruit and Vegetable Program (<i>OPI invites districts to be a part of FFVP</i>)				
Use 1 st Quarter Fresh Fruit and Vegetable Program allocation.	September 30	Keep purchasing records.		
Use 2 nd , 3 rd and 4 th Quarter Fresh Fruit and Vegetable allocation.	June 30	Keep purchasing records.		
If invitation was sent to your district, sign up for Fresh Fruit and Vegetable Program.	May	Submit intent and/or addendum forms to the OPI.		

* Indicates requirements that do not apply to RCCI's or Provision schools



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Task to Complete	Deadline	Documentation	Date Completed	Who
OPI Cooperative Purchase Program (Optional)				
OPI Cooperative Purchase Program open for winter orders.	Oct 3 rd — Nov 3 rd	Submit signature page to the OPI.		
OPI Cooperative Purchase Program open for fall orders.	May 1 st — May 29 th	Submit signature page to the OPI.		
Annual Requirements				
Ensure all items sold during the school day meet Smart Snacks in School regulations.	Ongoing	Keep documentation of all items sold during the school day.		
*Complete Paid Lunch Equity Tool.	Complete annually to assess paid meal prices.	Keep electronic copy .		
*Complete Nonprogram Food Revenue Tool.	Annually	Keep electronic copy.		
Update Sponsor/Site Information.	September 30	CNP Web.		
Submit public release to newspaper.	Annually	Keep a copy; record date sent.		
If breakfast is offered, complete breakfast outreach.	Start of school year (ongoing)	Keep a copy.		
Review and update HACCP plan.	Annually	Keep a copy accessible.		
Review and assess Wellness Policy.	Annually	Keep most recent copy.		
Request two sanitation inspections.	Annually	Record date of 1st inspection		
		Record date of 2nd inspection		
Complete Civil Rights training.	Annually	Keep documentation form.		
Conduct outreach for the nearest Summer Food Service Program site.	Before end of the school year.	Keep a copy.		
Submit USDA Foods order and signup for DOD Fresh Program for next school year.	Dec — Jan			
Other				
Private Schools: Submit Annual Financial Report	June	CNP Web		

* Indicates requirements that do not apply to RCCI's or Provision schools

All documentation for the items listed must be kept on file for three years plus the current year.

Reminder: Claims for reimbursement are due on the 10th of each month; except months with less than 10 operating days. If a month has less than 10 operating days, combine the month with another (i.e., combine August and September on the September claim and combine May and June on the May claim).

REQUEST FOR INSPECTION
NOTICE TO COUNTY SANITARIANS

[Date]

To the **[Your County]** Health Department,

[Name of School Food Authority] would like to notify your office that its sites **[names of all sites that need to be inspected]** are participating in the U.S. Department of Agriculture's School Nutrition Programs. As a participant in the School Nutrition Programs, these sites are required to have two sanitation inspections each school year, per the Child Nutrition Reauthorization Act of 2004.

[Name of School Food Authority] would like to request the required sanitation inspections at your convenience. Please contact me if you have questions. Thank you for your time and attention to this matter.

[Contact Person]

[Address]

[Telephone]

Afterschool Snack Program Review

Complete and retain in district files

School Food Authority _____ Site _____

Date completed _____

Check One _____ First review* _____ Second review**

General Program Requirements	Yes	No
1. Does the after school program provide students with regularly scheduled activities in an organized, structured, and supervised environment that includes educational or enrichment activities?		
2. Are snacks served only after the end of the students' regular school day?		
3. Does the district administer or sponsor the after-school program?		
4. Is documentation of individual student attendance maintained on a daily basis? <i>(Total counts for area eligible sites; counts by type – free, reduced-price, and full price for non-area eligible sites)</i>		
5. Is a maximum of one snack per student per day claimed for reimbursement?		
6. Do the snacks that are served meet the minimum meal pattern requirements?		
7. Are daily production records maintained and show that a reimbursable snack is served each day?		
8. Are snacks served at the correct temperature according to food safety practices?		
Non-Area Eligible Sites Only		
1. Are snacks served free or at a reduced price for all students who are determined to be eligible for free or reduced priced snacks at a non-area eligible site?		
2. If charging for snacks, the charge for a reduced priced snack does not exceed 15 cents?		
3. Is the snack priced as a unit?		
Area Eligible Sites Only		
1. Are snacks provided free to all students?		
Results of Review	Yes	No
1. Is a corrective action plan required?		
2. Is a follow-up review required?		

Suggested Corrective Action (follow-up in 45 days)

Signature _____ Date _____

* The first review is due within the first four weeks of program operation.

** The second review is due by February 1 of each school year.

Civil Rights Training Requirement for School Nutrition Programs Staff

The School Food Authorities administering the School Nutrition Programs are required to provide civil rights training for all frontline staff and supervisors who deal directly with School Nutrition Program applicants and participants. Examples include cooks, servers, lunchroom supervisors, clerks and administrators. Districts must train frontline staff at least one time per year and keep documentation (training topics, date of training, name of attendees) on file at the local level.

At a minimum, the training must include: collection and use of data (racial/ethnic data), an effective public notification system, provision for equal access to the programs, requirements for reasonable accommodation of persons with disabilities, requirements for language assistance, conflict resolution, and customer service.

School Nutrition Programs has created a presentation that SFAs may use to meet these requirements. The training can be found under *Forms and Guidelines*

http://opi.mt.gov/Programs/SchoolPrograms/School_Nutrition/browse.html?gpm=1_4 and look under *Civil Rights and Special Needs*. There is also a form in this same location that may be used to document training and a certificate that may be given to attendees.

If you have questions, please contact School Nutrition Programs at 406-444-2501.

Updated Nondiscrimination Statement:

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form found online at http://www.ascr.usda.gov/complaint_filing_cust.html or any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information request in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339; or 800-945-6136 (Spanish).

USDA is an equal opportunity provider and employer.

ON-SITE REVIEW CHECKLIST
ASSESSMENT OF THE MEAL COUNTING AND CLAIMING SYSTEM

According to 7 CFR 210.8(a)(1), every school year, **prior to February 1**, each School Food Authority (SFA) with more than one school (as defined 7 CFR Part 210.2 to include Residential Child Care Institutions (RCCIs)) must perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction.

Each on-site review must ensure the school's claim is based on the counting system, as implemented, and yields the actual number of reimbursable free, reduced-price, and paid lunches, respectively, served for each day of operation.

If the review discloses problems with a school's meal counting or claiming procedures, the SFA must ensure that the school implements corrective action, and within 45 days of the review conduct a follow-up on-site review to determine that the corrective action resolved the problems.

School Name _____ **Review Date** _____

SFA Reviewer _____

The following questions are recommended at a minimum to complete the on-site review requirement:

YES NO

- ☐ ☐ 1. Is the method used for counting reimbursable meals in compliance with the approved *point of service* requirement? (Meal counts must be taken at the location where complete meals are served to children.)
- ☐ ☐ 2. Is the *point of service* meal count used to determine the school's claim for reimbursement?
- ☐ ☐ 3. Is the person responsible for monitoring meals correctly identifying reimbursable meals for the menu planning option selected by the SFA?
- ☐ ☐ 4. Is the school correctly implementing policies for handling the following (as applicable):

Yes No N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Incomplete meals? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Second meals? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lost, stolen, misused, forgotten, or destroyed tickets, tokens, IDs, PINs? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Visiting student meals? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Adult and non-student meals (and identifying program versus nonprogram)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A la carte? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Student worker meals? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Field trips? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Charged and/or prepaid meals? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Offer versus Serve? |

- ☐ ☐ 5. Is there a method of identifying non-reimbursable meals (i.e. not meeting meal pattern requirements, seconds, adult meals, etc.), distinguishing them from reimbursable meals?
- ☐ ☐ 6. Is someone trained as a backup for the monitor and the meal counter?

- ☐ ☐ 7. Are there procedures for meal counting and claiming when the primary counting and claiming system is not available and does staff know when and how to implement it?
- ☐ ☐ 8. Are daily counts correctly totaled and recorded?
- ☐ ☐ 9. If claims are aggregated, are the meal counts correctly totaled and consolidated?
- ☐ ☐ 10. Are internal controls (edits, monitoring, etc.) established to ensure that daily counts do not exceed the number of students eligible or in attendance and that an accurate claim for reimbursement is made? Record today's meal counts by category and compare to the number of students eligible by category.

<u>Number of Students Approved by Category</u>	<u>Today's Meal Counts by Category</u>
--	--

Free:

Free:

Reduced price:

Reduced price:

Paid:

Paid:

- ☐ ☐ 11. Does the system prevent overt identification of children receiving free or reduced price meals?

NOTE: The following two questions are for all SFAs except for SFAs on Provision 2 OR 3 in non-base years or RCCIs with only residential children

YES NO

- ☐ ☐ 12. Is a current eligibility list kept up-to-date and used by the meal count system to provide an accurate daily count of reimbursable meals **by category** (free, reduced price, paid)?
- ☐ ☐ 13. If applicable according to 7 CFR 210.8(a)(3), are edit checks completed and documented which compare the daily counts of free, reduced price and paid lunches against the product of the number of children currently eligible for free, reduced price and paid lunches, respectively, times an attendance factor (and any discrepancies accounted for)?

Corrective Action Plan (for above “NO” answers):

Specify Date Corrective Action(s) will be implemented_____

By Whom _____

Signature	_____	_____	_____
	School Representative	Title	Date
	_____	_____	_____
	SFA Reviewer	Title	Date

Follow-up visit (must be conducted within 45 days if corrective action was required):

Observations of corrective action implementation:

Signature	_____	_____	_____
	School Representative	Title	Date
	_____	_____	_____
	SFA Reviewer	Title	Date